

STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD, HONOLULU, HAWAII 96816-4495

JOB VACANCY ANNOUNCEMENT FY11-015 AGR-AIR

2 December 2010

POSITION: Command Post Journeyman, AFSC 1C351, Authorized Military Grade: SSgt/E5; FC 135A00, SPMD FL4R). Unit of Assignment: 154th Wing.
(To establish a list of eligibles.)

STATUS: Full-Time Military Duty (Title 32, USC 502(f))
(Temporary Tour Until 30 September 2011)
(See NOTES TO APPLICANTS)

LOCATION: Joint Base Pearl Harbor-Hawaii, Hawaii

CLOSING DATE: 5 January 2011

AREA OF

CONSIDERATION: Current enlisted members of the Hawaii Air National Guard up to the grade of SSgt (E5). **(See NOTES TO APPLICANTS)**

SUMMARY OF DUTIES: This position provides support to the Air Sovereignty Alert (ASA) mission. It is located in the Wing Command Post (Command and Control Section). The CP supports wing fighter and aerial refueling missions involving USAF, AFRES, and ANG flying units performing numerous types of military real world and training missions. This position plays an integral part in mission scheduling, mission planning, involving aircraft and aircrews, as well as contact with aircraft during the mission. This position carries out essential duties of the wing on a 24/7 basis as the Wing Command Post, monitoring and carrying out duties involved with base wide security, emergency aircrew recall, the Commander's Senior Staff, Emergency Operations Center, and similar duties critical to the conduct of the mission assigned to the wing, and performs other duties as assigned.

See attached AFSC description taken from the Air Force Enlisted Classification Directory (AFECD).

KNOWLEDGE, SKILLS AND ABILITIES (KSAs): Below are the KSAs for this position. Each applicant must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided the KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position.

Failure to include attachment of the KSA Statement will result in your application not being considered for employment.

1. Knowledge in interpreting and applying aviation management policies.

2. Skilled in scheduling various aviation functions.
3. Skilled in gathering and analyzing information/data in order to prepare written and verbal reports.
4. Ability to communicate effectively, both orally and in writing.
5. Ability to independently respond to a variety of situations and determine the appropriate resolution.
6. Knowledge of the diverse missions of the organization and the ability to appropriate methodology and system used to track such missions.

ADDITIONAL QUALIFICATIONS REQUIRED:

1. **For Applicants Currently Not on a Permanent AGR Tour:** Must meet the basic eligibility requirements stipulated on the attached ANG Military Duty Program information sheet.
2. Applicants who are unable to complete 20 years of active Federal service prior to their mandatory separation date (MSD), but meet all other requirements, will be considered. If selected, appointment to this position will be contingent upon waiver approval from the National Guard Bureau.
3. Must possess an awarded 3-skill level or higher AFSC in the 1C3X1 career field.
4. Must be able to pull rotational shifts.

AGR APPLICATION PROCEDURES: The following must be submitted:

1. OF 612 (Optional Application for Federal Employment); **OR** a signed resume; **OR** any other written format with signature. **Signature on the application must be an “original” signature and not just a “copy” of the signature.**
2. Documents of last performance appraisal. If the performance appraisals are not available, documents of past civilian performance, letter of commendations, and/or military performance may be submitted. These documents will be evaluated as part of the selection process.
3. Copy of a current (within the past year) ANG Fitness Assessment Results. If not available, explanation must be provided, i.e., documentation, medical deferral, etc.

4. A printed copy of your Records Review which can be obtained from the vMPF ([AF Portal: Login Page](#)).

Failure to provide supporting documents will result in a non-eligible/non-qualified determination which will cause you to lose consideration for this position.

Each applicant is responsible for ensuring that the application and all other forms and supporting documents are submitted by the closing date to: TAG Hawaii (HIHRO), 3949 Diamond Head Road, Honolulu, HI 96816-4495, or to the HRO Liaison (154 FSS), Hickam AFB, HI 96853-5403. Errors; omissions of information; applications completed in pencil or unsigned; those with just a "copy" of the signature; and those that are late due to the mail system will not be considered.

Applications postmarked (by the U.S. Postal Service) on or before the closing date of the JVA will be accepted. Federal law prohibits the use of government envelopes, postage, or facsimile (FAX) to submit an application. Applications received in such manner will not be accepted and will be returned.

NOTES TO APPLICANTS:

1. Unless specifically stated on this Job Vacancy Announcement, no waivers will be authorized.

2. The AGR resource for this position may not be transferred to other positions. The position is in support of the Air Sovereignty Alert (ASA).

3. This announcement is for a temporary AGR (ASA) tour until 30 September 2011. If funding is extended/available beyond FY 2011, the selectee for this position may be offered an extension of their AGR tour.

4. The maximum military grade is subject to authorization by the National Guard Bureau and vacancy on the unit manning document (UMD).

5. On-board HIANG AGR members must be in their current position for a minimum of 24 months to be eligible for reassignment to a new position. The Adjutant General (HITAG) may approve waivers in exceptional circumstances.

6. Applicants who exceed the military grade specified in the Area of Consideration must indicate, on the application form, a willingness to be administratively reduced in grade; otherwise, they will be ineligible for consideration.

7. Applicants may be screened and evaluated on military attributes directly related to the compatible military position required to be assigned into, such as, but not limited to, military bearing, leadership, or ability to work with others (teamwork) in a military environment.

8. The purpose of this announcement is to establish a list of eligibles. Eligibles on this list will be given automatic consideration for identical position vacancies occurring during the six-month period following the close of this announcement.

(NGHI-HRO)

CEM Code 1C300
 AFSC 1C391, Superintendent
 AFSC 1C371, Craftsman
 AFSC 1C351, Journeyman
 AFSC 1C331, Apprentice
 AFSC 1C311, Helper

COMMAND POST
(Change Effective 1 Jun 10)

1. Specialty Summary. Manages and performs activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations centers, rescue coordination centers, and Combatant Command and Major Command (COCOM/MAJCOM) command centers. Provides command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war. Receives and relays C2 instructions and records; collects, processes, and submits manual and automated data products. Disseminates time-sensitive critical information to senior leaders and support agencies. Establishes procedures for operational reports, readiness reports, and the Status of Resources and Training System (SORTS) report. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Supports chemical, biological, radiological, nuclear, and explosive (CBRNE), and conventional warning and reporting activities. Ensures compliance with operations center and CP policies and procedures. Related DoD Occupational Subgroup: 125000.

2. Duties and Responsibilities:

2.1. Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of CP operations. Initiates, receives, and takes action on alert messages. Flight-follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates CP processes. Performs self-inspections. Ensures operational readiness and adherence to standards. Recommends actions to correct CP procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

2.2. Prepares and submits operational, readiness, SORTS, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and readiness reports. Establishes procedures for operational, readiness and SORTS reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate.

2.3. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2 systems and aircraft flight following and mission management systems such as Theater Battle Management Core Systems (TBMCS) and Global Decision Support System - 2 (GDSS2). Establishes manpower, communications, equipment, and facility requirements.

2.4. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains CP personnel, information, operations, computer, emission, industrial and physical security programs.

2.5. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

★3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.

3.2. Education. For entry into this specialty, completion of high school is mandatory. Courses in oral communications and computer operations is desirable.

3.3. Training. For award of the AFSC 1C331, completion of the CP Apprentice Course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 1C351. Qualification in and possession of AFSC 1C331. Also, experience in functions such as handling automated operational data, controlling input and output data from automated CP systems using data processing devices, and communication operations.

3.4.2. 1C371. Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of CP operations.

3.4.3. 1C391. Qualification in and possession of AFSC 1C371. Also, experience managing and directing CP functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

3.5.1.2. See attachment 4 for additional entry requirements.

3.5.1.3. No record of emotional instability.

3.5.1.4. Ability to speak English clearly and distinctly as demonstrated by Reading Aloud Test administered in accordance with AF Pamphlet 48-133, *Physical Examination Techniques*.

3.5.2. For award, and retention of these AFSCs:

3.5.2.1. Continued demonstration of mental and emotional stability.

3.5.2.2. Ability to speak English clearly and distinctly as demonstrated by Reading Aloud Test administered in accordance with AF Pamphlet 48-133, *Physical Examination Techniques*.

3.5.2.3. Must maintain certification according to AFI 10-207, *Command Posts*.

3.5.3. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1C3XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim Top Secret clearance has been granted according to AFI 31-501.

HAWAII AIR NATIONAL GUARD
ACTIVE GUARD/RESERVE (AGR) PROGRAM

1. GOVERNING DIRECTIVE: ANGI 36-101, 3 May 2002.

2. GENERAL POLICIES:

a. Conditions of Employment:

(1) Must maintain appropriate military membership in a Hawaii Air National Guard (HIANG) military unit by which employed.

(2) Must be assigned to the Duty Air Force Specialty Code (DAFSC) compatible with the full-time requirement as reflected on the unit manning document (UMD) on date of employment.

(3) Duties of AGR personnel will be governed by the functions inherent to the AGR positions they occupy on the UMD and the DAFSC.

(4) Will perform a minimum of forty hours of duty per week. Regular or alternate work schedules, as approved by TAG, should not deviate from those approved for military technicians. Will participate with unit of assignment during unit training assemblies or equivalent periods of duty. Will also be available to participate in annual training periods, deployments, and exercises, when required.

(5) Military technicians selected for full-time AGR tours will be separated/terminated from their technician positions. Such separations/terminations will be effective after use of military leave.

(6) Incumbent is subject to state military justice procedures and statutes, and civil laws and statutes, as appropriate.

b. Military/Technician Grade Comparability: The AGR/military technician grade comparability table will be used to determine the maximum AGR grade authorized for each position on the UMD. Accordingly, individuals may not enter on AGR duty above the maximum military duty grade authorized for the fulltime position.

c. AGR Controlled Grade Ceilings: The controlled grade ceilings provided by NGB/A1 are the maximum available for use by the state. All restorations, promotions and new hires must be accommodated within these controlled grade ceilings.

d. Promotion: Promotion of officers and enlisted military duty personnel will be in accordance with existing ANG promotion policies. Further, such promotions must be within the established AGR end strength, grade ceilings, and not be above the maximum grade authorized for the full-time position.

e. Restoration Rights: Military technicians who separate from technician employment to enter into the AGR program have restoration rights. Permanent on-board AGR members who enter a statutory tour (Title 10) have restoration rights upon satisfactory completion of their Title 10 tour, not to exceed five years. Also, AGR members selected for recruiting and retention duty have restoration rights IAW ANGI 36-101, paragraph 2.5.

f. Entitlements: AGR personnel and their dependents are entitled to most benefits provided by law to personnel on active duty in Federal service. However, for the purpose of Title 38 USC, Veterans' Benefits, service in a fulltime military duty status under Title 32 USC 502(f) may not be considered by the Veteran's Administration (VA) to be qualifying service for a variety of VA benefits. The VA determines all questions of entitlements to benefits under Title 38.

3. BASIC ELIGIBILITY REQUIREMENTS:

a. Should be able to complete 20 years of active federal service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.

(Oct 09)

b. Must not have been previously separated for cause from active duty or a previous AGR tour.

c. Must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards, Attachment 2, Medical Evaluation for Continued Military Service. Such medical examinations must be conducted not more than 36 months prior to entry on AGR duty. An HIV test must be completed prior to the tour start date (cannot be more than six months old). Personnel age 40 and above must have a Risk Index calculated IAW AFI 48-123. If the Risk Index exceeds 10,000 then the individual will be required to have a stress EKG. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.

d. Pregnant females are eligible to apply for full-time military duty (AGR) tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering on the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired and the State Air Surgeon medically clears them.

e. Must have sufficient retainability to complete the AGR tour of duty. The tour cannot extend beyond an enlisted member's expiration term of service (ETS) date. Officers will not be retained in AGR status beyond the officer's mandatory separation date (MSD) for Lt Col and above.

f. Must not be eligible for or be receiving an immediate Federal (military or civilian) retirement annuity.

g. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.

h. Grade inversion is detrimental to the military nature of the ANG and is not authorized.

i. Applicants must be within the stated "Area of Consideration" as of the close of the announcement.

4. EQUAL EMPLOYMENT OPPORTUNITY: All applicants will receive equal consideration for appointment without regard to race, religion, sex, color, national origin, political affiliation, marital status, non-disqualifying age or disability.

5. RETRAINING: [APPLICABLE ONLY IF ALLOWED BY JOB VACANCY ANNOUNCEMENT.]

Enlisted members currently serving in permanent full-time AGR status may be selected for a vacant full-time position without an awarded 3-skill level in a compatible duty AFSC subject to the following restrictions:

a. If the full-time position requires a mandatory training school for the award of the 3-level AFSC, the member may be assigned to the new full-time position immediately, but must agree in writing to attend the first available course that would qualify them in the new AFSC. If the member fails to successfully complete the required formal training or fails to attend the first available course through circumstances over which the individual has control, the individual must be reassigned to a full-time position for which qualified or be removed from AGR status.

b. The individual must continue to progress in training IAW AFI 36-2201 and AFI 36-2101 to a skill level compatible with their full-time assignment. Members who do not progress to the next skill level will be reassigned to a full-time position for which qualified or will be removed from AGR status.

c. The member must sign a statement acknowledging understanding of the above conditions prior to assignment to the full-time position.